

Changing Text Appearance Summary

Microsoft Word is used to create a variety of files for publication and presentation. *Microsoft Word* allows the visual look of a file to be changed so that it is appropriate for the intended audience.

Changing a file's text appearance can help to emphasize text or to make it easier to read and understand. Choosing an appropriate font, font size, font color, and font style are all ways to change the text appearance in *Microsoft Word* files.

Step-by-Step Directions

Changing the Font

1. Highlight the text you want to change.
2. Click **Format** on the Menu bar. Click **Font...**
Choose a new font. Click **OK**.
3. The font style has been changed.

Changing Font Size

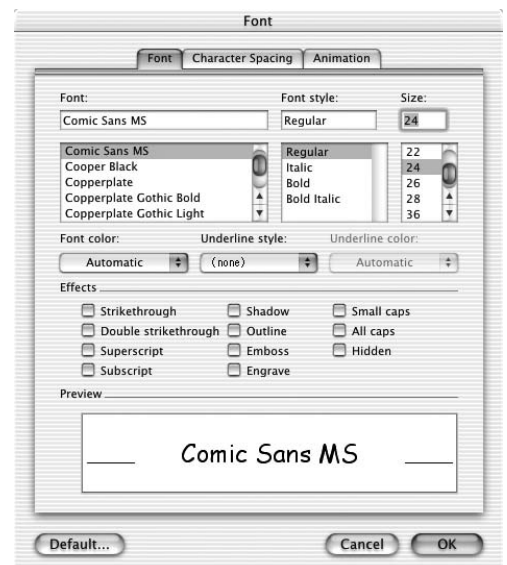
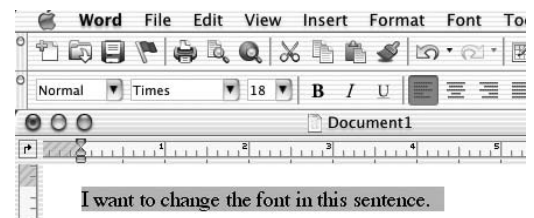
1. Highlight the text you want to change.
2. Click **Format** on the Menu bar. Click **Font...**
Choose a new font size. Click **OK**.
3. The font size has been changed.

Changing the Font Color

1. Highlight the text you want to change.
2. Click **Format** on the Menu bar. Click **Font...**
Click the down arrow on the **Font Color** menu and choose a color. Click **OK**.
3. The font color has been changed.

Changing the Font Style

1. Highlight the text you want to change.
2. Click **Format** on the Menu bar. Click **Font...**
Choose a new font style. You may choose **Regular**, **Italic**, **Bold**, or **Bold Italic**. Click **OK**.
3. The font style has been changed.



Quick Tip

You can also change text appearance by using a toolbar. Click **View** on the Menu bar. Click on **Toolbars>** and choose **Formatting**. The **Formatting** toolbar will appear.